

# **COMMUNITY SERVICE GRANT**

# **PROGRAM APPLICATION**



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## **SECTION I**

### **COMMUNITY SERVICE GRANTS PROGRAM DISCRIPTION**

#### **INTRODUCTION**

The City's Community Service Grant (CSG) Program seeks to improve the quality of life of low and moderate-income citizens through the provision of social services by nonprofit agencies. These citizens include youth, the homeless and special needs populations that include persons with HIV/AIDS, a mental illness, the elderly, chronic substance abusers, persons with developmental and/or physical disabilities, and victims of domestic violence. The CSG Program provides funding for projects that will help enhance the lives of these individuals.

The CSG Program is funded with Federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). Consequently, all projects must comply with applicable CDBG regulations as found in 24 CFR 570 as well as City requirements.

Community Service Grant-funded projects must meet a number of criteria. The following are explained in greater detail in the following pages of this packet.

1. The project must be a CDBG-eligible public services or public facility improvements activity as found in 24 CFR 570.201.
2. The project cannot contain any CDBG-ineligible activities.
3. Eligible Community Service Grants-funded projects must serve primarily low and moderate income persons as defined in 24 CFR 570.208 who are limited to youth and members of the homeless and special needs populations.
4. The agency must meet specific criteria to be eligible for funding.
5. The costs must appear to be necessary and reasonable.
6. The activity must comply with the environmental clearance procedures as well as other requirements established in Federal regulations.

#### **Read the following instructions carefully before preparing your application.**

The grant application gives an agency the opportunity to clearly explain its project. The content and quality of the application are critical since applicants will not be given another opportunity to describe their proposed activity/project. The team reviewing the applications and awarding funds will base its decision primarily on the content of the application. Consequently, applicants should take extra care in developing a clear, concise program description with measurable, results-oriented goals.

#### **FUNDING PRIORITIES**

Projects that address the needs of homeless and special needs populations identified in the City 2017 Consolidated Plan, found in **Appendix A**, will be given priority for funding.

However, applications for projects serving other low and moderate-income groups or individuals may be considered.

**Projects providing youth services and child care.** These include services structured to provide safe, constructive environments, growth opportunities, strengthening of families and guidance for at risk children ***including those in homeless families.*** Examples of projects include education, recreation, after school and gang intervention programs, parenting classes, and other structured programs.

**Projects providing support services to groups that are homeless and have special needs for housing and services.** These include the homeless, victims of domestic violence, the severely disabled (physically, developmentally and mentally), chronic substance abusers, elderly persons, and persons living with AIDS. The projects should promote a higher level of self-sufficiency for these persons. Examples include but are not limited to the following:

- ***shelter services for the homeless,***
- ***transportation and homemaker-caretaker services for the elderly to help them maintain their independence,***
- ***case management services that help homeless and special needs populations receiving Tenant Based Rental Assistance set and achieve goals related to stability in housing, increases in skills and income and increased self determination,***
- ***Other supportive services that help eligible groups achieve specific outcomes.***

### ***Eligible Activities***

Projects are limited to public service and public facility improvement activities.

#### **1) Public services include** but are not limited to:

- \* Child care
- \* Health care
- \* Job training
- \* Recreation programs
- \* Education programs
- \* Public safety services including crime prevention
- \* Services for senior citizens
- \* Services for homeless persons
- \* Services for persons with mental, emotional, developmental and physical disabilities
- \* Drug abuse counseling and treatment
- \* Services for persons living with AIDS.

Eligible public services costs include:

- \* paying the costs for salaries, supplies, equipment and materials for public service activities, and
- \* paying the cost of operating that portion of a facility in which the service is located

**2) Public facilities are facilities owned by the government or a nonprofit organization that are operated to be open to the general public. Types of facilities include but are not limited to:**

- shelters for victims of domestic violence
- emergency and transitional shelters that house the homeless
- half-way houses for runaway children, drug offenders or parolees
- group homes for unwed mothers, persons with a mental illness or developmental *disabilities*
- facilities that provide public services that are open to the general public

Eligible public facility improvement costs include the acquisition, construction, reconstruction, or rehabilitation of facilities such as those described above. No type of permanent housing is eligible under this category. Additionally, maintenance of a public facility is not an allowable cost. See the Guidelines on page 5 of Section I for additional information and requirements about public facility improvement projects.

**INELIGIBLE ACTIVITIES**

**Projects may not include any of the following ineligible activities:**

- \* Buildings or portions thereof, used for the general conduct of government
- \* General government expenses
- \* Political activities
- \* Purchase of construction equipment
- \* purchase of furnishings and personal property not an integral structural fixture (however, purchase of furnishings, equipment, motor vehicles, fixtures or other personal property is eligible when such items constitute all or part of a public service activity)
- \* Operating or maintenance costs of public facilities (unless the costs are associated with a public service activity)
- \* income payments or a series of subsistence type grant payments ***made to an individual or family for items such as food, clothing, rent or mortgage, or utilities. (However,*** emergency grant payments for housing and utilities made directly to the provider ***on behalf of the person or family*** may be made for up to three consecutive months).
- \* construction or renovation of a church-owned facilities (unless the funds are used for minor repairs to a building where a public service is being funded or the building has been leased for at least 5 years to a secular organization which will provide a non-religious public service at the renovated site.)

**ELIGIBLE PROJECT PARTICIPANTS**

**Project participants are limited to youth from primarily low and moderate-income households and persons who are members of homeless and special needs populations.** An agency will be required to document the income of project participants to demonstrate that the project is eligible. Additionally, an agency must document that clients are homeless or members of special needs populations or youth. Keep the following in mind while developing your project.

**Income eligibility is documented in the following ways:**

- 1. Proof of income is required** for most projects. Low and moderate income is measured against HUD's income guidelines found in **Appendix B**. To determine income eligibility under these requirements, an agency must document the household income and family size of each participant. Acceptable documentation of income is explained in **Appendix B**, also. An agency that documents income of clients must demonstrate that at least 51% of its clients are low and moderate income.
- 2. Certain special groups are assumed to meet low and moderate-income criteria.** These include the homeless, abused children, battered spouses, the severely disabled, elderly persons, illiterate adults and persons living with AIDS. An agency does not have to obtain income and household size documentation for a project that exclusively serves one of these groups. However, it must provide acceptable documentation that each client belongs to the specified group ***assumed to be low and moderate income***. For instance, if an agency seeks to qualify the project as one that is assumed to meet low and moderate income criteria because it serves the homeless, the agency must provide documentation that each person served meets HUD's definition of homeless. Similarly, an agency must demonstrate that client's meet the Census definition of severely disabled in order to qualify the project as one that is assumed to meet low and moderate income criteria by serving only the disabled. Required documentation is described in **Appendix C**.

**OTHER GUIDELINES**

**Grant amounts are limited.** Public facility improvement grants are limited to a one-time award of \$50,000.00 ***for a project***. Public service grants are limited to an annual amount of \$25,000.00 or a total of \$50,000.00 for 24 months. No grants will be awarded to governmental agencies.

**All projects must be accessible to persons with disabilities.** Programs, information, participation, communications and services must be accessible to persons with disabilities to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

**Public service project costs are limited.** Generally, costs of labor, supplies and materials associated with public service projects are allowable, as are the operating and maintenance costs of the facility where the service is provided. The costs of equipment, motor vehicles, furnishings, and fixtures are allowable costs only if they are an integral part of the public service activity or its administration. If an agency provides services at a site owned by another entity, they must submit a written agreement with the property owner to provide services at the site. If a religious entity provides an eligible public service, CDBG funds may be used for minor repairs of a building owned by the church where the public services are provided. The costs must only be an incidental portion of the CDBG expenditures for the public services.

**Income payments are generally ineligible.** Generally, Community Service funds may not be used for subsistence-type payments made to an individual or family for items such

as food, clothing, housing (rent or mortgage), or utilities. However, they may be used for emergency payments made over a period of up to three consecutive months to the provider of such items or services on behalf of the family or individual. ***These payments may be used to prevent eviction of households at imminent risk of becoming homeless or to pay up to three months of utility costs if such a payment would allow the household to eliminate utility arrearages that prevent them from participating in HOME-funded Tenant Based Rental Assistance or Shelter Plus Care programs.***

**Agencies must comply with federal administrative requirements governing their organization and the use of funds.** See 24 CFR 570.501 (b) for more detailed information. All agencies awarded grants will be required to comply with a variety of Federal requirements governing their use of Federal funds. These include but are not limited to:

- ❑ Standards for Financial Management (24 CFR 84)
- ❑ Procurement Principles (24 CFR 84)
- ❑ Monitoring and Reporting Program Performance (24 CFR 84)
- ❑ Financial Reporting (24 CFR 84)
- ❑ Cost Principles and Allowable Costs (OMB Circular A-122)
- ❑ Federal Audit Standards (OMB Circular A-133)
- ❑ Program Income (24 CFR 570.500 (a), 570.504)
- ❑ Real Property (24 CFR 570.505)
- ❑ Conflict of Interest (24 CFR 84.42 and 24 CFR 570.611)

**Agencies must comply with other Federal regulations.**

- Non-Discrimination
- Equal Access
- Equal Opportunity

Additionally, agencies awarded Community Services grants will be required to open their books to a representative of the Internal Audit Department of the City to evaluate their financial management systems. City staff will monitor each program to ensure compliance with other requirements.

**Public facility improvement projects must follow a number of requirements:**

**1) Site control - ownership of the facility must be established.**

Proof of ownership of the building to be rehabilitated must be submitted with the Community Service Grant application requesting public facility improvement funds. If the building is leased to the nonprofit requesting funds, a copy of the long-term lease must also be submitted.

Ideally, the agency applying for public facility improvement funds should own the facility to be rehabilitated and should use it as a site for providing CDBG-eligible public services. However, buildings used for the delivery of CDBG-eligible public services and leased by the applicant from another nonprofit agency are usually eligible. Otherwise, there may be limits on the type of work that can be undertaken.



For instance rehabilitation Improvements to a commercial structure owned by an individual or for-profit entity are limited to correction of code violations and exterior improvements of the building.

There are limitations on the rehabilitation of public facilities owned by a church or primarily religious agency. Grant funds may be used to rehabilitate a building owned by a church or religious agency **only if** a nonreligious nonprofit agency rents the facility for use for at least five years and also submits the application for funding. Otherwise, no funds can be used to acquire, construct, or rehabilitate property owned or to be owned by a church or religious entity.

Improvements to a building owned by an individual employed by or on the board of an agency are not eligible for public facility improvements.

- 2) **The project must comply with all applicable City, County and State zoning, construction, health and safety regulations.** The subrecipient is responsible for ensuring compliance and should promptly contact the City's Office of Planning and Development. Assuming the zoning is correct can cost you and the project a lot.
- 3) **The construction budget must be as accurate and reliable as possible.** The budget should be based on estimates made by a contractor, engineer, or architect familiar with the project. The City will review the budget for feasibility.
- 4) **Davis-Bacon Wage Rates will be required.** Construction projects of more than \$2,000 require payment of Davis-Bacon wage rates, which should be reflected in the construction budget. Consult the Compliance & Reporting Dept. at 576-7420 regarding current wage rates.
- 5) **Public facilities should be made accessible to the disabled.** All public facility improvement projects should include adequate funding to make the facility accessible to the disabled in accordance with Section 504 of the Rehabilitation Act. The construction budget should include these costs if necessary. Consult the Compliance & Reporting Dept. at 576-7420 if you have questions about your proposal addressing Section 504 requirements.
- 6) **An architect should design improvements.** A licensed architect should design public facility improvements. Architects will not only design the improvements, they will also play an integral part in the public bidding of the project, ensure compliance with all applicable codes and zoning ordinances, and will oversee construction and verify draw requests for the project.
- 7) **Architectural and construction contracts must be competitively awarded.** If CDBG funds are used to pay for architectural services and/or public improvements, the services of the architect and contractor must be secured in a competitive manner. Methods of bidding and contract award may vary.

- 8) **Treatment of existing lead-based paint and asbestos may be required.** Elimination or encapsulation of lead-based paint and asbestos in a public facility may be required under certain conditions. Construction estimates should include these costs.
- 9) **Public facility improvements resulting in displacement are discouraged.** If grant funds are used to purchase property for a public facility that results in displacing a family, an individual, a business, or a nonprofit agency, relocation assistance must be paid in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Activities that result in displacement are discouraged since these costs are often prohibitive given the size of the Community Service Grants. However, if such activities are a part of your proposed project, the costs should be included in the budget.
- 10) **Acquisition of a structure will also be governed by the Uniform Act.** If grant funds are used to purchase property for a public facility, the process must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
- 11) **Rehabilitation of a historic structure must comply with preservation rules.** If the building to be rehabilitated is a historically significant structure, the construction work must be undertaken in compliance with Federal Preservation guidelines as interpreted by ***The Compliance and Reporting Department*** and the State Historic Preservation Office. This may require use of specific materials that should be considered in the budget. Consult the Compliance & Reporting Dept. at 576-7420 for questions about complying with these requirements. **DO NOT MAKE ANY ASSUMPTIONS ABOUT THESE REQUIREMENTS.** It could cost you.
- 12) **Environmental Reviews are required for all CDBG-funded activities.** An environmental review is required for each project that receives CDBG funding. The location of a project is important. If a project is located in a flood plain, close to an explosive hazard, or in a location that would otherwise adversely affect the project, the project may have to be modified or disallowed. If the project involves rehabilitation of a public facility, the agency proposing the project should ensure that surveys of asbestos and lead-based paint are completed to identify the scope of the required work. Depending on the type of project, the review can be lengthy and delay project startup. Project costs are NOT eligible if they have been committed or spent prior to Environmental Clearance or execution of the contract.
- 13) **Projects operated by churches or religious entities may not be eligible.** Grant funds may be used by a church or religious organization for operating costs of a public service activity **if** the organization agrees to abstain from proselytizing, religious teaching or requiring participation in religious activities to receive services or employment. And grant funds may be used for minor repairs of a building owned by a church where a public service is provided if the costs constitute in dollar terms only an incidental portion of the CDBG expenditure for public services. Otherwise,

grant funds usually cannot be used to rehabilitate a building owned by a church or to acquire or construct such a building.

- 14) **Projects receiving other City funding may be excluded.** Agencies may receive City-funding for more than one project or activity. However, the City discourages awards from more than one City source for the same activity. **Double dipping is not allowed.** No funds will be awarded to a project for a period of time already covered by another Community Service Grant. **Additionally, projects that duplicate an existing service already funded by the City will not be considered for funding unless the applicant can demonstrate that there is an identifiable need for increased services in the City.**
- 15) **Grant funds are for cost reimbursement.** Public service grant funds are paid on a monthly basis to reimburse an agency for services rendered. Agencies awarded public service funds are expected to have adequate cash flow to pay project costs and then request reimbursement from the City. Funds for a public facility improvement will be paid when costs have been incurred. However, these payments are not reimbursements and an agency is not expected to have adequate cash flow to pay for major construction projects.
- 16) **Costs incurred before Environmental Clearance and execution of the contract are not eligible.** Grant funds cannot be used to reimburse expenditures made by an agency before their application is approved, the Environmental Clearance is completed, or their contract with the City is executed.
- 17) **Agencies awarded funds must agree to comply with all applicable Federal regulations.** All agencies awarded funding will be required to comply with the regulations listed in the SCIF application Exhibit III: Application Certifications. Please review this carefully. Exceptions are not made.
- 18) **Federal audit requirements apply to Community Service Grants.** Each agency awarded funding may be required to submit an annual audit for their agency prepared in compliance with OMB Circular A-133 if the agency expends more than \$750,000 or more during the fiscal year in Federal funds in one year.
- 19) **Liability insurance is required for all Community Service Grants.** All agencies awarded grants will be required to obtain the following liability coverages:
  - General liability insurance in the amount of One Million Dollars (\$1,000,000.00)
  - Automobile liability insurance in the amount of One Million Dollars (\$1,000,000.00)
  - Worker's Compensation insurance for agencies with five (5) or more employees.

**The City of Memphis must be named as the additional insured.** The cost of the insurance may be included in the project budget.

- 20) Agency financial systems must meet federal requirements.** All agencies awarded grants will be required to comply with Federal requirements in 24 CFR 84 governing their financial management systems and may be required to open their books to a representative of the City's Internal Audit Department to evaluate their financial management systems.
- 21)** Your Agency Revenues & Expenses Budget II (A), which is included in the Agency Profile application, Program Budget - A and Program Budget – B Justification, which is included in this program application, must be completed using the format presented. **Applications that do not contain all three budgets will be REJECTED. Applications with incomplete budget forms will be PENALIZED.**

## **SECTION II**

### **APPLICATION SELECTION PROCESS**

#### **THRESHOLD REQUIREMENTS**

All proposals submitted by the deadline will be reviewed by **Homeless and Special Needs** Department staff for technical completeness and adherence to the format required in SCIF Exhibits I, II, and III and in this CSG Program Application Packet. Applications that do not adhere to the required SCIF format will be rejected. The City may request information to correct technical deficiencies but cannot ask for information that will improve the quality of the application. If information to correct the technical deficiency is not submitted within the time provided, the application will be rejected. The applicant will be informed of the rejection by letter.

Technically complete applications prepared in the correct format will be reviewed by City of Memphis/Homeless & Special Needs Dept. staff to determine the eligibility of the applicant agency and proposed project.

1. **Applicant Eligibility** - Staff will review Exhibits I, II, and III along with required documents listed in the Matrix of Required Documents found in Exhibit I to determine that the agency is eligible for CSG funding. If the City determines these standards are not met, the project will be rejected and the applicant agency notified by letter. If the applicant is found to be eligible, the application will be reviewed for project eligibility.
2. **Project Eligibility** - Staff will review the CSG Program Application to determine that the proposed activities are eligible for CSG Funding. This will include ensuring that all proposed CSG-funded activities are eligible, that they do not exceed any monetary limitations, and that they propose to serve only eligible program participants. If any of the activities or participants is not eligible, the application will be rejected and the applicant agency notified by letter. If the activities are found to be eligible, the application will be submitted to the review committee for consideration.

#### **GRANT REVIEW AND SELECTION PROCESS**

To review and rank applications, the City will appoint a Grant Review Committee including persons not employed by the City to obtain certain expertise and outside points of view. These individuals may include representatives from other funding sources within Memphis and from programs that work with agencies that serve low and moderate-income **youth as well as homeless and special needs populations**. The City will not appoint individuals that have assisted or plan to assist applicants with preparing applications for these funds. Nor will it appoint individuals that are employed by any agency requesting CSG funds through this funding process.

Committee members will determine the steps in the review process at their first meeting. They will review only applications from eligible applicants for eligible activities. They may

make on-site visits to agencies proposing new activities and they may also make on-site visits to agencies requesting renewal of a current grant. The Committee may ask applicants to attend a meeting to answer questions about their applications. Monitoring information related to previous and current grants from the City will be made available to committee members for use in the review and evaluation process.

## **RATING AND RANKING**

Applications will be rated and ranked by each member of the Review Committee. The points awarded for the rating factors total 100. The factors for rating and ranking applicants are listed below and in **Appendix E**. Each applicant should carefully read the factors for rating and ranking applications described below.

**Applicant capacity.** Up to 20 points will be awarded based on the extent to which the application demonstrates that the agency has sufficient capacity to carry out the project. The application must show that the staff possesses sufficient credentials and experience to carry out the proposed project. The organization must have experience serving the target population as well as a positive record implementing similar projects. Other rating factors include adequate agency fiscal capacity and organizational infrastructure to implement the project, and agency performance on previous City contracts. (Social service agencies with no construction experience should hire an architect or project manager to coordinate the construction process.)

**Need for Project.** Up to 30 points may be awarded based on the extent to which the application demonstrates the need for the project. It will describe the needs of the target population well and include appropriate documentation of the need for the specific project. The application will describe the demand for the services as well as how the project will meet City priorities. Additionally, the application should show that the proposed project does not unnecessarily duplicate existing programs and service.

**Project quality.** Up to 20 points will be awarded based on the quality of the project. The application must demonstrate a clear understanding of the services to be offered as well as clear understanding of the needs of the population to be served. The proposed activities must be appropriate to the needs of the persons to be served. The project should be cost-effective and all costs should be reasonable, not deviating from the norm in Memphis. The application should clearly state expected outcomes that are acceptable. And evidence of collaboration with other existing programs should be provided when applicable as well as compliance with applicable codes and regulations.

**Operational Feasibility.** Up to 30 points may be awarded based on the extent to which the application demonstrates the feasibility of the project. The application must include:

1. Clear and complete plans for implementing the project.
2. Adequate committed funding to *promptly* implement the project.
3. An adequate strategy for securing additional support and commitment.
4. Adequate number of well-trained staff to carry out the proposed project.
5. Indicators that demonstrate that the project is ready to be implemented.

The scores for each factor will be added in order to obtain a total score for each application. The applications will then be ranked from highest to lowest according to the combined scores. Funding will be awarded to applications according to ranking, beginning with the highest score.

The Director of the Division of Housing and Community Development will review and approve Committee Recommendations.

The City reserves the right to adjust funding amounts.

### **PROJECT STARTUP**

As soon as projects are approved, The City will contact agencies by letter to announce the awards and to begin negotiation of the contract. If agency awards are less than original requests, the agency will be asked to provide a revised scope of services, revised budget and measurable goals for the contract. The City must complete the environmental review of each project before any funds can be obligated or reimbursed. This should take little time for most public service activities but may take up to six weeks or more for public facility improvement projects. **No funds will be available before July 1, 2017. No costs will be reimbursed that are incurred before the completion of the Environmental Clearance and execution of the contract.**

***The City reserves the right to reallocate funds if they are not being spent by April 2017.***

### **CITY CONTACTS TO ANSWER QUESTIONS**

Inquiries regarding this grant program should be directed to the Homeless & Special Needs Dept. at 576-7310 or (TDD) 576-7422.

### **SECTION III**

## **COMMUNITY SERVICE GRANT PROGRAM APPLICATION**

### **PROJECT INFORMATION**

**“ALL APPLICATIONS MUST BE TYPED – NO HANDWRITTEN APPLICATIONS  
WILL BE ACCEPTED.”**

Agency Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Agency Director: \_\_\_\_\_

Agency Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address:  
\_\_\_\_\_

Proposed Service Site Address (es):  
\_\_\_\_\_

Amount of Community Service (CSG) funds requested: \$ \_\_\_\_\_

Total project cost (including CSG funds requested): \$ \_\_\_\_\_

Proposed project period: From \_\_\_\_\_ to \_\_\_\_\_

1. Provide a brief, comprehensive overview of the proposed project including the name of the agency, the group which will be served, the activities that will be carried out, the services that will be provided, the proposed location of the services, the total project cost, the CSG request and a description of the activities for which the CSG funds will be used.
2. Describe the population that will be served including their characteristics and needs, where they will come from, and how they will be recruited for the project.
3. Describe how the program will address those needs. Are there any duplication of services? If so, explain the need for additional services? Is there a waiting list?



4. What are the goals and objectives of your project? Does it address a priority in the Consolidated Plan? (See *Agency Profile Application for Priorities and Goals*. Also, see *Appendix A*)
5. What steps are involved in the project? Describe the services your project will provide to your clientele. Indicate the number of clients that will be served. Who will provide the services? Staff / volunteers? Where? Over what period of time?
6. What will the short-range outcomes of your project be? How will the behaviors of your clients change right away as a result of the services?
7. What will the long-term impacts of your program be? What permanent changes do you expect in the behavior/situation of your clients as a result of your project? How will your project affect the needs or problems you identified in question #3 above?
8. How will you measure your project's success? What will your benchmarks and measurable goals be for the project? (They must be measurable and include at least the number of clients to be served over a specific period of time. They should also include ways to measure short term and long range goals.)
9. Describe how this project will be coordinated with other agencies that provide the same services or serve the same clientele. How will you refer clients for needed services and coordinate these services with other agencies?
10. Briefly describe the CDBG-funded activity you are proposing and how the funds will be used in your project.
11. If your agency serves the homeless, do you comply with the following?
  - member of Community Alliance for the Homeless  
\_\_\_Yes \_\_\_No
  - participant in Community Alliance's Homeless Management Information system (HMIS)  
\_\_\_Yes \_\_\_No
  - participant in the Mid-South Coalition on HIV/AIDS (if applicable)  
\_\_\_Yes \_\_\_No
  - assist clients access to mainstream resources  
\_\_\_Yes\_\_\_No

- \_\_\_\_\_ Not Applicable

12. How will you determine that at least 51% of the clients served by your project are low and moderate-income persons? (Select one below.)

\_\_\_\_\_ By evaluating the income and family size of each client served.

\_\_\_\_\_ By providing services limited only to a special group **assumed by HUD to be low and moderate income.**

13. Is the project currently in operation? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, how many clients were served since January 1, 2016?

How is it funded?

Has project funding been cut recently?

Will the City's grant funds increase the number of people the project serves?

If so, by how many? From \_\_\_\_\_ to \_\_\_\_\_?

If not, why not?

Is this a new project that is not yet in operation?

How many clients will it serve during the first year of the project?

14. What other sources and amounts of funds will be used for the project? Will the Community Service funds be used for matching purposes? If so, state the funding source to be matched and the amount and percentage of the match required / expected.

15. List staff **currently** employed by your agency that will be **paid** by Community Service funds. Attach resumes, job descriptions, and salaries for these positions as required by the Application Instructions.

Name	Job Title	Training / Qualifications

16. List staff that will have to be **hired** to carry out the project. List the positions and attach job descriptions, qualifications and salaries for each per application instruction.

Job Titles	Qualifications	Proposed Salaries

17. If you plan to use Community Service Grant funds to improve a facility, please answer the following.

Does your agency own or lease the site(s) where the project will be housed?

Will your agency use grant funds to pay rent for the site?

Will your agency purchase the facility with grant funds?

Will grant funds be used to build a new facility?

18. Please provide a management/operations plan for a five-year period if you plan Community Service Grant-funded improvements to a public facility. (CDBG regulations require the facility to be used for five years to benefit low and moderate-income persons if more than \$25,000 in CDBG funds is used for rehab.)

Will the facility be licensed? \_\_\_\_Yes \_\_\_\_No If so, what agency will license it?  
When? For how long?

19. Will the facility comply with the following codes?

Zoning codes? Fire/safety codes? Health codes?

20. Will the facility comply with Section 504 (handicapped accessibility) requirements?

21. What is your long range or five-year plan for this project? If you receive grant funds, how will you fund/operate the project after the grant funds are spent?

22. If your project is partially funded, will you be able to carry out the proposed project?

If it can be carried out with reduced funding, what will the outcomes be at reduced levels of 75%? If reduced levels of 50%?

If your project is partially funded do specific activities have higher priority for funding than others? Please list them beginning with the highest priority and associated budget amount.

23. Provide a schedule or timetable for starting up your project. **No activity will be funded before July 1, 2017.**
24. What is your definition of a unit of service provided by this project?
25. What is the cost of providing one unit of service for this project?
26. How many units of service do you expect to provide with these funds?
27. Does your organization require clients or employees to participate in religious worship, belief or practice to receive services or to be employed by your organization?
- If your answer is "yes," please describe the requirements and explain why.
28. List by fiscal year the City awards received by your agency over the past three fiscal years and the results achieved for each. This includes all awards from Housing & Community Development and other Divisions of the City.

	HCD Award	Other City Award	Results achieved
FY 2015			
FY 2016			
FY 2017			

**COMMUNITY SERVICE GRANT PROGRAM/PROJECT BUDGET - A**

Agency Name: \_\_\_\_\_

Project Name: \_\_\_\_\_ Funding Period \_\_\_\_\_ to \_\_\_\_\_

**“YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT SUBMIT PROJECT BUDGET – A.”****“Partially completed budgets will be penalized.”**

Line Items	Total Comm. Svc. Budget	Total Non-Comm. Svc. Budget	Total Project Budget
<b>REVENUE</b>			
Agency Fund Raising			
Government Grants & Contracts			
Non Government Grants & Contracts			
Program Income			
United Way			
Miscellaneous			
<b>TOTAL REVENUE (A)</b>			
<b>OPERATING EXPENSES</b>			
Salaries			
Employee Taxes & Benefits			
Professional Fees			
Contracted Services			
Supplies & Subscriptions			
Communications			
Occupancy/Rent			
Local Transportation			
Training			
Client Services			
Dues/Memberships			
Equipment & Furnishings			
Other (specify)			
<b>TOTAL OPERATING EXPENSES</b>			
<b>PUBLIC IMPROVEMENT EXPENSES</b>			
Property Acquisition			
Architectural/Engineering Costs			
Construction Costs			
Equipment (permanently installed)			

Furnishings (permanently installed)			
Other (specify)			
<b>TOTAL PUBLIC IMPROVEMENT EXPENSES</b>			
<b>TOTAL EXPENDITURES (B)</b>			
<b>REVENUES-EXPENDITURES (A-B)</b>			

## COMMUNITY SERVICE GRANT

### BUDGET- B JUSTIFICATION

#### *Instructions for completing Budget Justification*

The budget justification is a narrative explanation of the CSG (CDBG) funding requested on your project budget on page 17. Itemize costs for each line item indicated on the budget as per the following guidelines: **The following information is to serve as a sample guide for the completion of your agency's budget justification.** You **MUST** justify all costs indicated on the program budget on the previous page.

**“YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT SUBMIT PROJECT BUDGET – B JUSTIFICATION.”**

**“Partially completed budgets will be penalized.”**

#### Salaries & Employees Taxes & Benefits:

Position Title	No. of Positions	Hourly Wage	No. of hours per pay period	Total Cost	% charged to CDBG	Total CDBG
Social Sec. Medicare Health Ins. Pension	Rate	Salary	Total Cost	% charged to CDBG	Total CDBG	

#### Occupancy / Rent

Address	Monthly rate per Square Ft.	# of Square Feet	# of Months	Total Cost	% charged to CDBG	Total CDBG
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## **APPENDIX A**

### **CITY OF MEMPHIS / CONSOLIDATED PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT**

#### **Executive Summary**

#### **ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

##### **Introduction**

The City of Memphis' Consolidated Plan is a reflection of the city's efforts to collaborate and coordinate the planning for the use of federal entitlement grant funds and to meet the requirements of the U.S. Department of Housing and Urban Development (HUD). The opportunities for receiving input from other local government, community organizations, non-profits and private/business sectors entities are numerous and on-going. As the lead agency responsible for managing the development of the plan, the City of Memphis Division of Housing and Community Development (HCD) administers primarily housing and community development programs and activities. It is through the skills and abilities of other divisions of local government, non-profit agencies, private organizations and developers that many housing programs, homeless programs, public services, and economic development initiatives are provided. HCD's relationship with the Memphis Housing Authority (MHA) has strengthened the City's ability to combine its forces in meeting the housing needs of low and moderate-income citizens.

Throughout FY2017-FY2019, attention will continue to be focused on strategies for neighborhood revitalization in the inner-city. These include planning, identification of new incentives for redevelopment, smart growth, and collaboration.

The primary goal of Memphis' Consolidated Plan is to foster the development of viable urban neighborhoods which include decent housing for everyone, a suitable living environment, and expanded economic opportunities, especially for low and moderate income citizens. Four major groups of activities address this goal:

- Housing
- Homelessness
- Special Needs Populations
- Neighborhood, Community and Economic Development

The Consolidated Plan combines into a single submission a Federal grant application for Community Development Block Grant (CDBG), HOME, Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Solutions Grant (ESG) Programs.

This Consolidated Plan document is comprised of this Executive Summary, the 2017-2019 Three-Year Strategy, and the 2017 Annual Action Plan. It presents a Three-Year Strategy that describes how current and future funds will be used to address housing and community needs over the next three years. The Annual Action Plan for July 1, 2017 – June 30, 2019, identifies projects that will be or are currently being implemented and describes the use of Federal, State and local housing resources. In the pages to follow, you will find a summary of our current and future plans, priorities, programs, activities and the organizational structure, which will support the plan.

## **2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview**

The goals, objectives, and outcomes can be found under the Strategic Plan section of the plan under goals and priority needs and in section AP-20 - Annual Goals and Objectives.

## **3. Evaluation of past performance**

HCD has performed well in all four of the entitlement programs. Since its creation as City Division, HCD has undertaken a number of affordable housing, public improvements, economic development, section 108 loan guaranty, public services, public facilities, acquisition, interim assistance, demolition, lead hazard reduction, Brownfields, and administration and planning activities using entitlement funding provided through the U.S. Department of Housing and Urban Development.

Under affordable housing, HCD provided down payment assistance to twelve low and moderate income families through HCD. Community Housing Development Organizations (CHDOs) contributed to meeting housing needs through the construction of six rental housing units, the rehabilitation of five rental housing units, and acquisition of three rental housing units. New construction of four rental units was underway at the end of FY2015. The Housing Rehabilitation, Volunteer, and Minor Home repair programs provided assistance to homeowners to preserve and prevent the loss of their properties. A combined total of 56 low- income households were assisted through these programs. Phase III of the Cleaborn Pointe at Heritage Landing HOPE VI project was completed in FY2015, adding 105 units of affordable rental housing. Phase IV of the project, which includes 67 units, was under construction in FY15 and will be completed in FY16.

Under the homeless category, HCD provided Emergency Solutions funding to nine agencies to serve a total of 1970 people. 813 persons were assisted through the HESG Shelter Category, 227 assisted through the HESG Homeless Prevention Category, 241 assisted through street outreach, and 689 assisted through the HESG Rapid Re-Housing Category. CDBG funds were also used for activities that provided services to homeless persons and families, including case management, housing assistance, and other support services. 13,230 persons were assisted through these programs.



In the non-homeless special needs category, 1031 persons were assisted through programs funded with CDBG funds. HOPWA funds were used to provide assistance to 899 persons including 367 persons that were served through short-term rent, mortgage, and utility assistance to prevent homelessness, 94 persons provided tenant-based rental assistance, 17 persons provided permanent housing units, and 60 persons provided with transitional short term housing. Under non-housing community development, CDBG funds were used to rehab a commercial strip center in Frayser that will provide retail/commercial space to be leased to businesses as well as public service activities that benefited 2053 people. Funds were also expended for the Mid-South Food Bank to provide food to 146 agencies and planning activities including neighborhoods plans and a lending study. City funds were used to create or retain 299 jobs and provided 33 loans to small businesses totaling \$ 8,107,820.00.

#### **4. Summary of citizen participation process and consultation process**

The Division of Housing and Community Development (HCD) seeks input on housing and community development needs and programs from a wide variety of social service/advocacy groups, public agencies, and citizens. To facilitate this process, HCD identifies and meets on an ongoing basis with stakeholders, which represent organizations and individuals served by our programs. HCD communicates with stakeholders to provide HCD with information on current issues, needs, priorities and long and short term recommendations on resource allocation and inter-agency coordination. HCD also has a website for its Consolidated Plan and posts information about the planning process, draft documents, and presentations on the City's web-site as well as the public hearing notices.

In meeting with citizens and planning session groups about the Consolidated Plan, HCD provides information on:

- The amount of funding to be received from federal sources
- The types of activities that may be undertaken under various grant programs
- Amount of funding that will benefit low- and very low-income persons
- Plans to minimize displacement of persons or assist those who are displaced

In addition, HCD makes every effort to provide technical assistance to organizations representing low and very low-income populations in developing proposals for funding under any of the programs described in the Consolidated Plan. HCD provides, as required by the Consolidated Plan rules, access to records and reports relating to the plan and to the use of federal funds for the preceding five years.

HCD holds two (2) public hearings: At the first hearing, prior year performance, the Consolidated Planning process, and citizen participation process are presented. The second hearing presents the proposed draft Consolidated Plan and solicits citizen/planning session attendants' comments on the proposed plan. This year, the first public hearing was held January 28, 2016. The second hearing is scheduled for April 7, 2016 and will begin the thirty day comment period on the draft Consolidated Plan Three-Year Strategic Plan and Annual Action Plan.

Public hearings are held at times and locations convenient to potential beneficiaries and accommodations will be made for those with disabilities. All public hearings are publicized at least ten days in advance in the local newspaper of general daily circulation. Information about public hearings was also shared with a local organization whose mission is connecting, collaborating, and advocating for Memphis growing Latino community in the interest of increasing participation in the Consolidated Planning process.

Copies of the draft Consolidated Plan are available for review and comment for a period not less than 30 days before final submission to HUD. HCD advertises that copies of the draft plan are posted on the HCD website and provides the website address, and that they are available for review at the offices of HCD and the main branch of the public library.

Public notices are also published regarding availability of the Consolidated Annual Performance and Evaluation Reports and amendments to the plan.

## **5. Summary of public comments**

HCD held a public hearing on January 28, 2016 to present the FY2015 CAPER and to introduce the planning process for the FY2017-FY2019 Consolidated Plan Three-Year Strategic Plan and Annual Action Plan. Comments from this public hearing are summarized below:

- Questions regarding how to apply for funding for projects. Staff responded with information on the competitive grant process.
- Comment about the need for financial literacy and financial management skills trainings. Need was acknowledged by staff.
- General comments regarding the need for funding comprehensive redevelopment efforts within the inner-city. Staff acknowledged this need and provided information regarding currently funded neighborhood revitalization projects and the impact that having limited resources impacts what is able to be accomplished at one time. Staff committed to share maps of the locations of past investments and planned investments.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

There were no comments or views that were not accepted.

## The Process

### PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/ Agency
Lead Agency	Memphis	
CDBG Administrator		City of Memphis Housing and Community Development
HOPWA Administrator		City of Memphis Housing and Community Development
HOME Administrator		City of Memphis Housing and Community Development
ESG Administrator		City of Memphis Housing and Community Development
HOPWA- C Administrator		

**Table 1- Responsible Agencies**

### Consolidated Plan Public Contact Information

City of Memphis, Division of Housing and Community Development  
 Attn: Planning Department  
 701 North Main  
 Memphis, TN 38107

## **Strategic Plan**

### **SP-05 Overview**

#### **Strategic Plan Overview**

The FY 2017 – 2019 Strategic Plan section of Memphis' Consolidated Plan covers three fiscal years and brings together needs, priorities, objectives and strategies that have been crafted to provide decent housing, a suitable living environment and expanded economic opportunities for low-moderate-income residents. The City of Memphis, through its organizational unit, the Division of Housing and Community Development ("HCD") will use the Consolidated Plan's Three-Year Strategic Plan and each respective Annual Plan, as guides for program and project development and the use of federal entitlements. In each successive Annual Plan after FY 2017, HCD will use the Consolidated Plan's 2017-2019 Three-Year Strategy as a foundation upon which the City can adjust its strategies and add or omit projects/programs to better respond to the housing, neighborhood and homeless needs of the low-moderate income population.

HCD's response to public services and facility needs, especially for populations with special needs, is primarily accomplished through a request for proposal process known as the Community Service Grant application process. The overall competitive process for grant awards is coordinated through the Strategic Community Investment Fund (SCIF). The City's ability to address the many community service needs is limited by a 15% cap placed on the use of CDBG funds for public services. Funding consideration will be given to those projects that propose to improve the quality of life of low and moderate-income citizens through the provision of social services by nonprofit agencies. These citizens include youth, the homeless and special needs populations that include persons with HIV/AIDS, a mental illness, the elderly, chronic substance abusers, persons with developmental and/or physical disabilities, and victims of domestic violence.

The City prioritizes redevelopment and neighborhood revitalization as strategic solutions to combating crime, disinvestment, commercial and residential population declines and overall blight. It is anticipated that neighborhood redevelopment and targeting neighborhoods for physical, social, and economic redevelopment will help to revitalize neighborhoods. There are a number of new strategies and tools for combating blight, including a new land bank authority, Blight Authority of Memphis, Inc. and Neighborhood Preservation, Inc., a receiver of problem properties having long-term challenges that have created obstacles to redevelopment. The City has a new emphasis on planning and will develop neighborhood vision plans in coordination with area CDCs and organizations, which will help align HCD's investment priorities with the neighborhood goals.

The Memphis and Shelby County Homeless Consortium develops the assessment of homeless needs. This process helps in developing the homeless priority needs, objectives and strategies. Projects proposed for ESG funding are determined through the competitive grant application process that reviews requests for funding from

agencies and service providers who provide shelter and implement services that meet the needs of homeless persons.

The housing study, undertaken as part of the development of the Consolidated Plan, provides data related to the housing market and needs assessment. This information, along with consultation from stakeholders helped define the priority needs, goals, and objectives for housing.

## **SP-60 Homelessness Strategy – 91.215(d)**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

We have operated a central intake and assessment for all families facing homelessness since 2009. It includes a 24/7 phone-based screening, as well as face-to-face intake and assessment during the business day. We have a coordinated entry for single individuals that include the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT 2.0) and a second-level assessment, the Full-SPDAT. The Hospitality Hub and the H.O.P.E. organizations provide the initial vulnerability screenings using the VI and 9 specially trained outreach workers complete the second-level assessment for those whose score indicates the need for permanent supportive housing. Priority access to permanent supportive housing resources offered by local CoC agencies is given based on the level of vulnerability. Additionally, there are 8 full time outreach professionals. Six are employed by Case Management Inc. through the PATH program. Two other non-profits, HOPE and Outreach Housing and Community, also specialize in street outreach and engagement.

### **Addressing the emergency and transitional housing needs of homeless persons**

While the number of emergency shelter and transitional housing units has grown each year, the availability of free emergency shelter that meets basic standards of care remain a concern for our community. From the Continuum of Care standpoint, Memphis far exceeds the targets for exits to permanent housing. Therefore, our primary goal is to sustain this success by continued training of local providers and by ensuring funding for rapid rehousing continues. In the 2015 CoC Application, one of our CoC grantees converted their transitional housing grant to a new Rapid Rehousing program. Our Action Plan to End Homelessness calls for sustained investment in rapid rehousing and increased permanent housing capacity.

The Memphis VA Medical Center has adopted a plan to end Veteran homelessness within 5 years, which was incorporated into our local Action Plan to End Homelessness. We have a very close collaborative relationship with the VA staff. The VA Medical Director serves on the Mayors' Committee to End Homelessness; they chair the veterans subcommittee, and actively participate in street outreach, Coordinated Entry, and Project Homeless Connect. We coordinate our strategies and funding priorities to align with our mutual goal to end veteran homelessness and to reflect current capacity/gaps assessments. Many of the veteran service organizations that are funded by the VA are also funded by the CoC or ESG programs, and are therefore subject to the same performance management process. This includes Alpha Omega Veterans Services, CAAP, Catholic Charities, and Barron Heights.

For unaccompanied youth, the two primary providers are Porter Leath and Youth Villages. In the development of the Action Plan to End Homelessness, we convened a focus group of staff from these two programs as well as Department of Childrens Services and developed recommendations on how to improve resources. We have

received status reports from both program liaisons who indicated that there has been no significant change in the demand for services. Youth Villages has received a significant private grant to greatly expand resources for youth aging out of foster care and we expect this will have a strong preventive impact on our population of homeless young adults. Also, we have received a grant from the US Department of Health and Human Services to establish 60 units of permanent supportive housing for child welfare involved families. We expect some of these families to be mothers aging out of foster care with their own children. This project is in direct response to goals of the CoC and Action Plan to End Homelessness.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.**

Pursuant to our Action Plan to End Homelessness, we will reallocate 50% of our transitional housing programs to increase the permanent housing capacity in the community. The Continuum of Care has committed to implementing this by a performance-based process so that the lowest performing programs are reallocated. We have also recently entered into a partnership with the Memphis Housing Authority to create a priority for homeless individuals in the Housing Choice Voucher program and by seeking changes to the housing authority's annual plan that will enhance our permanent housing resources dedicated to addressing homelessness.

Our employment committee continues to seek ideas and strategies to increase employment among our participants. In our gaps analysis, it was the highest scoring item. We will seek to expand our partnership with the local workforce investment network to include grant-funded activities such as transitional jobs. Our homeless union, H.O.P.E. is launching a social entrepreneurship program to make t-shirts and promotional items for other non-profits and through this venture will provide employment and training opportunities for people who are currently homeless. Finally, we will work with our permanent supportive housing providers and our vocational rehabilitation programs on strategies to promote both earned income and volunteer activities that will not impact the participants disability benefits. Our long-range goal is to develop a specific, funded, and dedicated employment program that is available to all participants in homeless programs in the County. We believe that this is the only way to ensure that the hands-on assistance with job applications and job retention will be successful.

**Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs.**

In 2013, two CoC grantees converted their Transitional Housing programs to Rapid Rehousing/Permanent Housing programs. We sustain the Central Intake and Homeless Hotline. We have an outstanding track record in assisting participants with accessing mainstream benefits through our SOAR process. Our partnership with the Tennessee Department of Mental Health is a key piece of this strategy, providing funding for a SOAR Coordinator who offers technical assistance and training. The coordinator reviews all applications prior to submission to the Social Security Administration. We will also continue to add to the number of SOAR-trained experts in our continuum. We will seek to improve access to Medicaid by creating a partnership with our hospital-based mainstream benefits experts.

In the last two years, 69 housing units that were operating as transitional housing were converted to permanent supportive housing for vulnerable homeless families with children (those with high scores on research based tools that are predictive of child maltreatment and future/recurring homelessness). This project conversion includes a partnership with the US Dept of Health and Human Services that will provide supportive services outside the continuum. CoC grants funds are used to operate these housing units.

The State Department of Children's Services has a policy on preventing discharge into foster care. We have read the policy and have observed that it is being utilized. Our monthly Emergency Housing Partnership meeting includes our partners in the Department of Children's Services. If issues arise where we identify that youth are exiting to homelessness, we have a designated liaison to whom we would bring our concerns. We have not experienced this problem so far.

Local hospitals have their own discharge policies and staff responsible for discharge planning. We are in regular contact with the social workers of the hospital systems with this responsibility, and their purpose is to avoid readmissions by improving patient stability as they exit care. This is frequently a challenge, but both our office and service provider agencies routinely assist staff at The Med, Baptist, Methodist, and St. Francis, with referrals and linkages whenever possible.

Under the 100,000 Homes Campaign, we have sought permission from each of our unsheltered and vulnerable homeless citizens to share information with medical care and mental health professionals to assist them with housing. As we are aware of these individuals entering a mental health facility, we can and do discuss discharge options with the staff at the facility. While we can't always convince the consumer to accept a housing placement, we have found improved communication greatly assists with establishing discharge housing and support services plans. We have a local expert who serves as the Housing Facilitator for the State mental health department and he is very effective at addressing any concerns that arise if discharge policies are not being adhered to.

The Memphis and Shelby County Homeless Consortium includes representation from the Shelby County Office of Corrections. The primary reentry program in the community, works to establish discharge plans from the time that individuals are first incarcerated to



avoid exits to homelessness. There are several officially sanctioned halfway houses in the community including Harbor House, Karat Place, and WestCore to provide opportunities for those exiting jails and prison to re-establish themselves, seek employment and support services, and avoid homelessness.

## NA-40 Homeless Needs Assessment – 91.205(c)

### Introduction:

In 2011, the Mayors of the City of Memphis and Shelby County initiated the Action Plan to End Homelessness, a strategic effort to utilize evidence-based practices, realign existing resources, and generate new resources to reduce the number of people who experience homelessness in our community. The plan contains 18 strategies, 16 of which are in active implementation stages at this writing. Since 2012, we have begun to see the results of the plan, as overall homelessness has been reduced 27%. Chronic homelessness is down 69% and family homelessness has been reduced by 25%.

**Point In Time Data:** Point In Time data is our most reliable benchmark for determining progress in that it is the one time each year that the unsheltered population and programs that do not participate in HMIS are captured.

Memphis and Shelby County volunteers counted 1,525 people who met HUD's definition of literally homeless in January 2015. This is a decrease of 8.9% over the previous year.

In nearly every category, homelessness fell in 2015. There were fewer single individuals, fewer individuals sheltered, fewer unsheltered, and fewer people in families who were literally homeless on January 27th, 2015. Only the number of households with children increased slightly (155 vs. 151, 4 more than in 2014.) There were no families found sleeping unsheltered since 2012.

**Annualized Data:** Our primary tool for measuring annualized homelessness data is through our Homeless Management Information System, administered by the Community Alliance for the Homeless. The Annual Homeless Assessment Report (AHAR) also shows a decrease in the most recent year, though not as dramatic as the Point In Time data.

**Length of Stay:** As part of the community's performance benchmarking process, programs are scored by a variety of factors that correspond with the HEARTH Act's emphasis on reducing the number of people who experience homelessness and the length of time they spend homeless. The 2012 performance assessment was the first to score programs based on their length of stay. Average length of stay data is provided in the table below. We expect the length of stay to decrease in future years since it is now a performance and scoring rating factor that can impact program funding.

**Homeless Needs Assessment**

<b>Population</b>	<b>Estimate the # of persons experiencing homelessness on a given night</b>		<b>Estimate the # experiencing homelessness each year</b>	<b>Estimate the # becoming homeless each year</b>	<b>Estimate the # exiting homelessness each year</b>	<b>Estimate the # of days persons experience homelessness</b>
	<b>Sheltered</b>	<b>Unsheltered</b>				
Persons in Households with Adult(s) and Child(ren)	0	518	1,963	845	763	0
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	78	929	4,640	3,199	3,633	0
Chronically Homeless Individuals	21	67	130	141	96	0
Chronically Homeless Families	1	4	0	4	7	0
Veterans	5	221	181	170	190	0
Unaccompanied Child	4	119	64	49	53	0
Persons with HIV	5	7	76	67	25	0

**Table 25 - Homeless Needs Assessment****Data Source Comments:**

Indicate if the homeless population is: Has No Rural Homeless

**If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):**

Data is available for the category # of persons becoming and exiting homelessness each year which is indicated in the chart above. We do not yet have the ability to provide data across programs for the category # of days that persons experienced homelessness. We will seek assistance from HUD and our HMIS vendor to find an algorithm for extracting that information. This data is currently not available for any of the populations listed in the chart.

### **Nature and Extent of Homelessness (Optional)**

<b>Race:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
White	348	23
Black or African American	1,091	53
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	1	2
<b>Ethnicity:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
Hispanic	3	2
Not Hispanic	1,444	76

**Data Source:**

**Comments:**

**Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.**

The estimate for the number of families with children in need of housing assistance is 360 households and the estimate for the number of families of veterans in need of housing assistance is 145 households.

**Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.**

Homeless individuals and families are disproportionately African-American or Black (annually 94% of the homeless population vs. 63% citywide.) The percentage of homeless population made up of veterans is between 14.8%. Memphis has a very small number of Hispanic people who are homeless. Between 10/1/2013 – 09/30/2014 only 2% of the families in emergency shelters and only 1% of families and individuals in transitional housing reported their ethnicity to be Hispanic/Latino.

**Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

Homelessness in Memphis is largely driven by the extremely low incomes of adults, combined with disconnectedness to appropriate systems of support (e.g. ranging from family and friend support to professional supports that promote physical and behavioral health.) On a per capita basis, the rate of homelessness in Memphis is low compared to other cities of our size. We attribute this to the relatively low cost of housing and willingness in the community to double up or provide temporary residence to those who fall on hard times. While homelessness exists throughout Shelby County, it is most often visible in the Downtown and midtown areas of the City with pockets of encampments in at least four other parts of the County. We do not have a rural homeless population due to our jurisdiction being only urban and suburban.

**Discussion:**

As we have adopted the Action Plan to End Homelessness, we have a greater understanding of matching evidence-based interventions with the population we serve. We are promoting rapid rehousing and permanent housing strategies in order to reduce the length of time people experience homelessness and to reduce the number of people who are homeless. We have adopted assessment tools that help us better target our interventions and provide us with more accurate data on unmet needs. We have developed a coordinated entry system whereby all CoC funded housing is assigned to the most vulnerable people first.

**NA-45 Non-Homeless Special Needs Assessment – 91.205 (b,d)****HOPWA**

<b>Current HOPWA formula use:</b>	
Cumulative cases of AIDS reported	6,748
Area incidence of AIDS	256
Number of new cases prior year (3 years of data)	871
Rate per population	19
Rate per population (3 years of data)	22
<b>Current HIV surveillance data:</b>	
Number of Persons living with HIC (PLWH)	7,570
Area Prevalence (PLWH per population)	564
Number of new HIV cases reported last year	0

**Table 26 – HOPWA Data****Data****Source:** CDC HIV Surveillance**HIV Housing Need (HOPWA Grantees Only)**

<b>Type of HOPWA Assistance</b>	<b>Estimates of Unmet Need</b>
Tenant based rental assistance	200
Short-term Rent, Mortgage, and Utility	190
Facility Based Housing (Permanent, short-term or transitional)	22

**Table 27 – HIV Housing Need****Data****Source:** HOPWA CAPER and HOPWA Beneficiary Verification Worksheet**Describe the characteristics of special needs populations in your community:**

The characteristics of the special needs populations in Memphis include: physically and developmentally disabled; mentally ill; elderly and frail elderly; substance abusers and ex-offenders; very-low income, unemployed and/or low skilled; and victims of domestic violence, abused children and their families

**What are the housing and supportive service needs of these populations and how are these needs determined?**

- Facility-based housing for persons with AIDS/HIV and their families Transitional housing

- Tenant-based rental assistance Permanent housing and placement Job-training and employment skills In-home services for seniors
- Counseling and case management services Accessibility modifications for disabled and senior homeowners.

The needs are determined by the client in-take procedures used by service providers who request CDBG, ESG, HOME or HOPWA funding via Memphis' competitive grant award process. On-going meetings and consultations with service providers are also means by which needs are determined by service providers.

**Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

The Memphis TGA accounts for the largest number of persons living with HIV/AIDS among the TGAs in Tennessee, and approximately 86% of all PLWHA in the Memphis TGA reside in Shelby County. DeSoto County in Mississippi accounts for the second largest PLWHA population (5.5%) followed by Crittenden County in Arkansas (3.4%).

Of the 7,279 individuals estimated to be currently living with HIV disease at the end of 2014, 49% (n=3,576) of these individuals were classified as AIDS. The overall percentage of persons living with HIV infection stage 3 (AIDS) has gradually increased from 46% (n=2,983) in 2011 to 49% (n=3,576) in 2014. This is due to the effective care, treatment, and lower number of deaths among the PLWHA than new HIV cases each year. The overall percentages of people living with HIV not AIDS is steadily decreased from 54% (n=3,459) in 2011 to 51% (n=3,721) in 2014. This decrease is partly due to overall decreasing of HIV incidence in Memphis TGA 429 new cases in 2011 to 324 new cases in 2014.

Almost 68% of people living with HIV or AIDS in the Memphis TGA are male. The majority is Non-Hispanic Black (82%), followed by Non-Hispanic White (13%) and 3% Hispanic/Latino. Almost 47% of persons living with HIV or AIDS are within the child-bearing range of 13 to 44 years of age. (Source: 2015 Comprehensive Needs Assessment completed by the Memphis Transitional Grant Area (TGA).)

## **NA-50 Non-Housing Community Development Needs – 91.215 (f)**

### **Describe the jurisdiction's need for Public Facilities:**

This section identifies and assesses the non-housing community development needs in Memphis and Shelby County Tennessee. The process by which these needs were identified included a triangulation of several research methodologies (focus groups, one-on-one interviews, archival research, and surveys); which involved an analysis of local economic conditions, with attention placed on the interest of the primary target groups (low-moderate income residents and communities). Representatives from community-based organizations (CBOs), government, planning agencies and other stakeholders weighed-in on local trends and needs.

Modes of outreach consisted on focus groups, interviews and surveys. The targeted outreach was to the broader community, service providers, real estate developers, and governmental staff from the local jurisdiction.

Quality publicly owned amenities in a community offer the support for private ventures and strong neighborhoods. Public and private investment each play an significant part in revitalizing and stabilizing neighborhoods. Public facility improvements send a message to neighborhoods that the City supports an area by reinvesting and creates confidence for private investment. Neighborhood livability and creating and maintaining quality neighborhoods are goals of the city of Memphis. The City of Memphis provides numerous public facilities for its residents. including community centers, libraries, parks, tennis courts, etc.

There is a need for facilities that serve special needs populations and locations to where the populations are located. Priority public facility needs in Memphis are ADA compliant centers for people with disabilities, as well as centers for youth ad seniors within neighborhoods.

### **How were these needs determined?**

The process by which these needs were identified included a triangulation of several research methodologies (focus groups, one-on-one interviews, archival research, and surveys); which involved an analysis of local economic conditions, with attention placed on the interest of the primary target groups (low-moderate income residents and communities). Representatives from community-based organizations (CBOs), government, planning agencies and other stakeholders weighed-in on local trends and needs.

Needs were determined based on a number of methods including public participation through surveys (City of Memphis, Division of Housing and Community Development (HCD), Planning Department, survey), focus groups held by the HCD Planning Department, interviews, and meetings with neighborhood and business associations. The City's Capital Improvement Program (CIP) identifies needs for public infrastructure. Targeted Mayoral task forces and other local division of government, including EDGE,



WIN, and Livable Memphis also included public participation components resulting in identifying needs and priorities.

**Describe the jurisdiction's need for Public Improvements:**

Public involvement results continually point to the need for infrastructure improvements in the low-moderate income areas of the city. Sidewalks and ADA compliant roadways and curbs, and crime prevention through environment design (CPTED) in particular are frequently in the top tier of needs identified by the constituency (not only for the community at-large; but more specifically vulnerable populations such as the elderly). This includes streetscape, improved roads that would improve the safety for its citizens. However, a shrinking city budget does not allow for all of the needs to be met. Nevertheless, both the city of Memphis and Shelby County are working collaboratively to address many of these. Hallmark to this partnership is one initiative among many.

The City and County have adopted the Mid-South Regional Green Print and Sustainability Plan; a 25-year plan designed to enhance regional sustainability by establishing a unified vision for a region-wide network of green space areas, which serves to address long-term housing and land use, resource conservation, environmental protection, accessibility, community health and wellness, transportation alternatives, economic development, neighborhood engagement, and social equity in the Greater Memphis Area.

**How were these needs determined?**

Needs were determined through organizations such as Livable Memphis, Memphis Center for Independent Living, Memphis Regional Design Center, Office of Planning and Development, Office of Sustainability and the Mid-South Complete Streets Coalition.

**Describe the jurisdiction's need for Public Services:**

Public services serve critical needs of Memphis' low and moderate income people. Because of the high poverty rate in the city, the need for public services is great. This includes health providers, homelessness, child care, transportations, family literacy, job/employment training, and education services. Memphis has a significant number of public service agencies serving the needs of low and moderate income people. Yet significant needs have been identified in the area of youth-centered services - to do the high levels of youth homelessness and aging out of foster care, etc.; employment programs/services for ex-felons and occupational youth (18-24); mental health care; and alternative transportation options. Service populations are youth, ex-offenders, mentally-ill person, and families with children.

**How were these needs determined?**

Needs were identified through the public involvement process in conjunction with consideration of City priorities. Local service providers and research completed by

government agencies, universities and service providers was taken into consideration. Community stakeholders also participated in needs assessment survey.

## MA-30 Homeless Facilities and Services – 91.210(c)

### Introduction

Subpopulation data includes estimates based on the fact that a percentage of programs do not provide subpopulation data and data is extrapolated in these instances. In addition to the categories in the chart above:

- 11% are reported as domestic violence victims
- 45% indicated some form of disability
- 38% reported substance abuse
- 14% indicated mental illness; and
- 2% reported HIV/AIDS

These statistics are not considered highly reliable given that they are typically driven by the services offered at a particular program. For example, programs in Memphis typically offer recovery services but do not focus on mental illness. Therefore, rates of mental illness are typically under-reported and substance abuse is often over-reported as people seek to qualify for available housing units.

The Subpopulation data will continue to be refined as we prepare for submission of data to HUD this spring. We are manually entering data from some providers that do not participate in HMIS, therefore, the count data is not finalized until all data entry is completed, which we expect in April.

The PIT data indicates a significant reduction in the number of homeless Veterans, (411 in 2012 and 226 in 2015). The heavy investment in resources for homeless veterans as part of the national and local plans to end veteran homelessness appears to be paying off.

### Facilities Targeted to Homeless Persons

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	181	0	433	462	0
Unaccompanied Youth	8	0	0	0	0

Households with Only Adults	383	200	746	668	0
Veterans	0	0	145	349	0
Chronically Homeless Households	0	0	0	524	25

**Table 40 - Facilities Targeted to Homeless Persons****Data Source****Comments:**

**Describe mainstream services, such as health, mental health, and employment services to the extent those services are use to complement services targeted to homeless persons**

Mainstream Services for homeless persons: The following supportive services are available to most homeless families:

- Health care
- TANF, Food Stamps, and child care
- Dental and vision on a limited basis
- Mental health services on a limited basis
- Substance abuse treatment and counseling
- Employment services on a limited basis
- Legal services
- Domestic violence services
- Limited outreach and engagement
- The following services are still needed:
- Additional employment services
- Additional mental health services and medication assistance
- Additional dental and vision services
- Disability benefit application assistance
- Outreach and engagement
- Additional health services, particularly specialty care and respite care for those who have had surgery

**List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.**

Each year, among the 77 programs that serve homeless individuals and families in Shelby County, there are various changes. Programs open or close, change service approach or population, and reduce or expand capacity. The following information describes the changes reported in the 2015 Housing Inventory Count (HIC), broken out by service categories, as well as progress on the Mayors' Action Plan to End Homelessness capacity targets.

#### *Emergency Shelter*

There are 500 year-round emergency shelter beds reported operating during the 2015 count. The majority of the beds, 318 are designated for households without children, 174 for households with at least 1 child, and 8 beds for households with only children. In addition, there are 32 seasonal and 200 overflow beds. In most cases, the units are fee-based, where the individuals are responsible for paying between \$6 and \$20/day. The Mayors' Action Plan called for 38 additional units of family shelter and between 20 and 60 additional units for single women. In both cases, free shelter for at least 20 days was recommended.

#### ***Transitional Housing***

There was a slight decrease in transitional housing units in 2015. The Mayors' Action Plan calls for a reduction of 50% in the number of transitional housing units over 5 years based on research questioning the effectiveness of this approach. Specific to publicly funded transitional housing programs, there is one program that will close this year. Funding will be reallocated to a new rapid rehousing program for individuals and families, if federal funding is awarded. The community has adopted a performance-based approach to renewing or reallocating funds. Nonetheless, programs that operate without public funding, typically faith-based recovery programs have continued to open or expand, adding over 100 TH units in the past two years.

#### **Permanent Housing**

Research and practice has demonstrated that Rapid Rehousing and Permanent Supportive Housing are critical strategies in ending homelessness – an approach emphasized in the Mayors' Action Plan to End Homelessness. We have made significant progress in expanding capacity in these programs and even more progress is in the pipeline for FY16. A total of 1,383 permanent housing beds were reported in 2015, an increase of 495 beds from 2014. This includes 577 units designated for chronically homeless individuals or families and 535 beds for veterans. The Mayors' Action Plan called for an increase of 391 PSH units for individuals and 101 units for homeless families with children over 5 years.

Adoption of Housing First principles, an Intensive Community Treatment team, and use of the vulnerability prioritization process are having a significant impact. Last year's CoC bonus project, (North Memphis CDC) combined with County-funded wraparound services, is taking many of the most vulnerable individuals off the street.

## MA-35 Special Needs Facilities and Services

### Introduction

**HOPWA Assistance Baseline Table**

Type of HOWA Assistance	Number of Units Designated or Available for People with HIV/AIDS and their families
TBRA	65
PH in facilities	31
STRMU	216
ST or TH facilities	46
PH placement	1

**Table 41 – HOPWA Assistance Baseline**

**Data** HOPWA CAPER and HOPWA Beneficiary Verification Worksheet  
**Source:**

**Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs**

A description of the supportive housing and service needs and the availability of those needs for each of the sub-populations follow.

- Elderly/frail elderly need both assisted and independent living housing. Both housing types are licensed by the State of Tennessee as either "assisted care living facilities" or "homes for the aged". In Memphis, there are 14 assisted care living facilities that have 988 beds. Almost all of the assisted care living facilities serve a population whose incomes exceed 80% of adjusted median income (AMI). The homes for the aged total 16 facilities having 182 beds. These facilities are generally small and serve a population whose incomes range less than 50% AMI. A significant gap is noted in the availability of assisted care living facilities that serve a low/moderate income population.
- Persons with disabilities: Persons with mental illnesses are usually dully diagnosed being homeless and abusers of substance/alcohol. While there look to be about 20 or so transitional and emergency shelter facilities available to this sub-population, the large number of persons in this group reflect a gap where the number of facilities need to double. Persons with physical and developmental disabilities are provided housing and supportive services through a host of county, state and non-profit agencies. Residential and housing services are supported both through Memphis' allocation of entitlement grant funding to MIFA, Meritan, Shield, and Case Management, Inc. Few gaps are noted, however, the demand for housing and services exceed the supply.

- Persons with alcohol or other substance abuse problems receive private and public non-profit housing and supportive services via an array of agencies. For those low/moderate income members of the sub-population, the City of Memphis allocates entitlement grant funding to CAAP.
- Public housing residents: Current residents need employment opportunities although the Memphis Housing Authority has programs that provide a resident employment and training center, case management, and a Family Self-Sufficiency Program.
- 

**Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**

The City of Memphis provides funding to Case Management Inc. to help coordinate the releases of mentally ill patients from Shelby County and City jails. In addition, the Community Alliance for the Homeless facilitates the role of Homeless Referral Center (a program administered by the MIFA) in helping to connect persons returning from health institutions with supportive services and housing. The program was established to provide a single source of up-to-date and readily available information on permanent supportive housing resources.

**Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)**

The City of Memphis will undertake the following activities to address the supportive services needs with respect to persons who are not homeless but have special needs:

1. The Food for Kids Backpack program, which provides food insecure children with nutritious and easy to prepare food when other resources such as when free school breakfast and lunch, are not available. Every Friday the Food for Kids Backpack program provided children with six complete meals to enjoy over the two-day weekend.
2. The Strengthening Families for the Future program, which serves women infected with HIV/AIDS and their children who are impacted by the disease. The program focuses on three (3) particular services, including Financial Peace University, Support Groups and Individual Counseling sessions and the Violence Prevention Parent Training Program.
3. The CASA (Court Appointed Special Advocates)'s Volunteer Advocate Training Program trains community volunteers who investigate child dependency and neglect cases with petitions before the Juvenile Court.

4. A homemaker program which addresses the inappropriate institutionalization of many low to moderate income elderly and disabled adults who reside alone and have very little family support. Services include: general cleaning; meal planning and preparation; errand running; escort services to and from medical appointments; laundry services; and some companionship.
5. A psychiatric rehabilitation program that serves mentally ill adults that are 18 years of age and older. The program assists people with mental health disorders by helping them to obtain the skills that are needed to become self-sufficient by providing a program of basic living skills training, education/ recreational activities, job training, job placement, support groups and interpersonal skill training.
6. The Wellness University provides a comprehensive program that also provides extensive educational and training sessions to increase the self-sufficiency of persons living with HIV/AIDS as well as education, and adherence to medical treatment.
7. The YWCA of Greater Memphis's Immigrant Victim's Access to Justice Program offers bilingual legal advocacy services to immigrants with low English proficiency living, who are victims of domestic violence and live in Memphis. The program serves to empower immigrant women to seek safe, independent and healthy lives for themselves and their children. The services include providing access to service in the criminal justice system, crisis counseling, legal advocacy, safety planning, access to emergency shelter, community education, active referrals to relevant social services and support groups.
8. Meritan, Inc. offers employment and job training opportunities to low-income seniors around the age of 55 and older through its "Title V/Senior Community Services Employment Program (SCSEP)". The program serves as a bridge to unsubsidized employment opportunities for participants by way of their community service experience.

**For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))**

Memphis plans to meet the supportive housing and service needs of the population by:

1. funding requests from service providers that propose to develop new permanent supportive housing
2. funding requests from service providers that propose to provide supportive services



3. use HOME and HOPWA funds to provide tenant-based rental assistance to income eligible persons within the Special Needs sub-populations to receive
4. allocate funding from service providers for public facilities that will assist income eligible Special Needs sub-populations

The low incomes of Memphis special needs populations, when considered along with fair market rents support the decision to use HOME funds to provide tenant-based rental assistance.

**SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)****Introduction**

The following federal entitlement resources will be available during fiscal year 2017 (program year 2016), which begins on July 1, 2016 and ends on June 30, 2017. The Consolidated Plan describes projects and activities that are ongoing and may be funded with prior year funds. The projects on the listing of proposed projects table are only those that HCD plans to spend FY2017 Federal entitlement funds received from HUD and CDBG and HOME Program Income.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con-Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	6,098,932	1,200,000	0	7,298,932	0	
HOME	public - federal	Acquisition; Homebuyer assistance; Homeowner rehab; Multifamily rental new construction; Multifamily rental rehab; New construction for ownership; TBRA	2,520,902	100,000	0	2,620,902	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of Con-Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	3,511,669	0	0	3,511,669	0	
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	561,939	0	0	561,939	0	

Table 52 - Anticipated Resources

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Other resources expected to be available for housing and community development activities include foundations and other private sources, State resources, and other non-entitlement Federal sources. In FY 2017, the City of Memphis will provide General Funds and Capital Improvement Funds that will be used to develop infrastructure, housing, social and economic initiatives. Other sources of revenue may include low-

income housing and historic tax credits, New Markets Tax Credits, private-sector equity investments that will finance redevelopment efforts in conjunction with HOPE VI and other development projects.

During FY 2017, HCD will continue to leverage its federal entitlement dollars through its partnerships with other government agencies, mortgage companies, lenders, and private investors in the implementation of housing and other development projects that will generate additional funds.

HUD requires a match for HOME and ESG funds. The City will require Community Housing Development Organizations (CHDOs) and agencies that receive Emergency Shelter Grant funds to provide their own match with eligible non-federal sources. The competitive grant applications process that HCD uses for entitlement funds, such as CDBG (local community and public services grants), ESG and HOPWA, require commitments from other funding sources.

The City has several economic development programs that use Federal entitlement funds and city funds to leverage additional funds from other sources. The Renaissance Business Center provides business assistance to small, minority, and women businesses. The Center houses multiple services, programs, and agencies to address this goal. The Center also has staff designated to work in target areas to provide information about incentives to existing businesses, work to attract new businesses, and develop a plan for economic opportunities. The Memphis Business Opportunity Fund is a joint venture between the City, banks, home loan banks, and Southeast Community Capital that makes loans up to \$500,000.00 to small businesses. The Contractor's Assistance Program is designed to assist small, minority, and women contract firms by providing assistance with technical assistance, bonding, insurance, and capital.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.**

There are a number of public agencies in Memphis that have or manage publically owned land. These include the Shelby County Land Bank (which oversees properties that have been taken for nonpayment of property taxes) Shelby County government, Memphis City government, Memphis Housing Authority, and HCD. Whether particular properties are pursued is dependent on a particular project's needs. In many cases, nonprofits can access property at reduced cost for activities that support their goals and they make requests for properties directly. As part of major revitalization initiatives, including HOPE VI and Choice Neighborhoods, HCD and MHA in partnership with their development partners evaluates whether there are publicly owned properties that may be available to use as part of the revitalization efforts. In late 2015, a new nonprofit, Blight Authority of Memphis, was established as a property land bank for the city of Memphis. The organization plans to purchase, demolish and clean up blighted properties across the city.

## **APPENDIX B**

### **LOW AND MODERATE INCOME GUIDELINES**

#### **MEMPHIS, TENNESSEE**

Low and moderate income is defined as at or below 80% of the median income adjusted for family size for the area.

HUD's guidelines must be used to determine that family/household income does not exceed the low and moderate-income limits. **Households are considered low and moderate income if the household income does not exceed the Moderate Income Limit for the appropriate corresponding Family Size.** For example a household made up of two parents and two children (4 persons) with an income of \$46,300.00 is eligible. A household made up of a grandmother, and adult daughter and 4 children (6 persons) with a household income of \$55,000.00 is not eligible. The income of all members of the household must be considered.

	<b><u>FAMILY SIZE</u></b>	<b><u>MODERATE INCOME LIMIT</u></b>
1	Person	\$33,700.00
2	Person	\$38,500.00
3	Person	\$43,300.00
4	Person	\$48,100.00
5	Person	\$51,950.00
6	Person	\$55,800.00
7	Person	\$59,650.00
8	Person	\$63,500.00

**This income can be verified by:**

Federal Income Tax Returns / W-2s  
Pay Stubs/Other Income Stubs  
Memphis Housing Authority Resident  
AFDC Recipient

**APPENDIX C**

**GUIDELINES FOR CERTAIN SPECIAL GROUPS ASSUMED TO BE  
LOW AND MODERATE INCOME**

Certain groups are presumed by HUD to be principally low and moderate-income persons (absent any evidence to the contrary). **These groups are limited to:**

- \* abused children,
- \* battered spouses (individuals abused by an intimate partner husband or wife).
- \* elderly persons (age 62 or more),
- \* adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled,"
- \* homeless persons,
- \* illiterate adults, and
- \* persons living with AIDS.

Activities must exclusively serve one of these groups to be presumed to benefit low and moderate-income persons.

**Definition of Severely Disabled**

Persons are considered severely disabled if they have a physical, mental or emotional impairment that

- Is expected to be of long-continued and indefinite duration; and
- substantially impedes his or her ability to live independently.

Persons are considered severely disabled when they:

- use a wheelchair or another special aid for 6 months or longer
- are unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs and walking), need assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating and toileting) or instrumental activities of daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone
- are prevented from working at a job or doing housework;
- have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia or mental retardation; or

- are under 65 years of age and are covered by Medicare or receive Supplemental Social Security Income (SSI)

### CRITERIA FOR DEFINING HOMELESS

<b>Category 1</b>	Literally Homeless	<p>(1) Individual or family who lacks a fixed , regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>• Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>• Is living in publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local governments); or</li> <li>• Is exiting an institution where (s) he resided for 90 days or less <b>and</b> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</li> </ul>
<b>Category 2</b>	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>• Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>• No subsequent residence has been identified; <b>and</b></li> <li>• The individual or family lacks the resources or support networks needed to obtain other permanent housing.</li> </ul>

<b>Category 3</b>	Homeless under other Federal statues	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>• Are defined as homeless under the other listed federal statues;</li> <li>• Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application ;</li> <li>• Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <b><u>and</u></b></li> <li>• Can be expected to continue in such status for an extended period of time due to special needs or barriers.</li> </ul>
<b>Category 4</b>	Fleeing/Attempting to Flee Domestic Violence	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>• Is fleeing, or is attempting to flee, domestic violence;</li> <li>• Has no other residence: <b><u>and</u></b></li> <li>• Lacks the resources or support networks to obtain other permanent housing.</li> </ul> <p>:</p>



## APPENDIX D

### RECORD KEEPING DEFINITION OF HOMELESSNESS

Category 1	Literally Homeless	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; or</li> <li>• Written referral by another housing or service provider; or</li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li> <li>• For individuals exiting an institution – one of the forms of evidence above <u>and</u>:</li> <li>• Discharge paperwork or written/oral referral, or</li> <li>• Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution</li> </ul>
Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> <ul style="list-style-type: none"> <li>• For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; <u>or</u></li> <li>• A documented and verified oral statement; <u>and</u></li> </ul> </li> <li>• Certification that no subsequent residence has been identified; <u>and</u></li> <li>• Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing</li> </ul>
Category 3	Homeless under other Federal statutes	<ul style="list-style-type: none"> <li>• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and</li> <li>• Certification of no PH in last 60 days; and</li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s) he</li> </ul>

		<p>has moved two or more times in the last 60 days; and</p> <ul style="list-style-type: none"> <li>• Documentation of special needs or 20 or more barriers.</li> </ul>
Category 4	Fleeing/Attempting to Flee Domestic Violence	<ul style="list-style-type: none"> <li>• <b>For victim service providers:</b> An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self- certification or a certification by the intake worker.</li> <li>• <b>For non-victim service providers:</b> Oral statement by the individual or head of household seeking assistance that are fleeing. This statement is documented by a self- certification or by a case worker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and</li> </ul> <p>Certification by the individual or head of household that no subsequent residence has been identified; and</p> <p>Self-certification or written documentation, that the individual or family lacks the financial resources and support networks to obtain permanent housing.</p> <p>:</p>

**APPENDIX E (Criteria)**

**COMMUNITY SERVICE EVALUATION FORM /FY 2018 & 2019**

Proposal No: \_\_\_\_\_ Applicant \_\_\_\_\_

Project Title: \_\_\_\_\_

**APPLICANT CAPACITY**

**(Maximum 20 points)** \_\_\_\_\_

- Does staff have appropriate credentials and experience with the target population?
- Does the agency have a positive record of implementing similar projects?
- Does the agency have capacity for the proposed program vis-a-vis current activities and program commitments?
- Does the agency have adequate fiscal capacity & organizational structure?
- Does agency have appropriate level of licensing for facility & services?
- Does agency have site control for public improvements project?  
If relevant, does staff have experience in implementing rehabilitation projects?

**Comments:** \_\_\_\_\_  
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**NEED FOR PROJECT**

**(Maximum 30 points)** \_\_\_\_\_

- Are the needs of the target population described well?
- Do the proposed activities address the needs of the target population?
- Does the project duplicate existing programs and services? If so, does the project explain the need for additional services?
- Is there a demand for the services? Are there waiting lists, etc.?
- Does the application address one of the City's priorities?

**Comments:** \_\_\_\_\_  
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**PROJECT QUALITY**

**(Maximum 20 points)** \_\_\_\_\_

- Does the applicant demonstrate a clear understanding of the services to be offered? Does the applicant understand the needs of the target population to be served?
- Are the type and scale of services appropriate for the target population?
- Does the application include expected outcomes and specific measures by which the project's success can be assessed periodically?
- Does the application include evidence of collaboration with existing programs?
- Does the proposed unit cost appear to be reasonable?

**Comments:** \_\_\_\_\_  
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**OPERATIONAL FEASIBILITY**

**(Maximum 30 points)** \_\_\_\_\_

- Does the application contain clear and complete plans for implementing the project?
- Is committed funding adequate for implementation of the proposed project?
- Is the strategy for securing additional support and commitment adequate?
- Is the proposed staffing adequate for the proposed services?
- Is the project ready to be implemented? How soon?
- Funding request is realistic and budget/expenses are reasonable?

**Comments:** \_\_\_\_\_  
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**TOTAL POINTS AWARDED**

**(Maximum 100 total points)** \_\_\_\_\_

